HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, October 21, 2009
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

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Draft Agenda

1.	**Introductions**	**Group 3:00**
2.	**Review/Approve Agenda - VOTE**	**Group 3:03**
3.	**Announcements**	**Group 3:05**
4.	**Public Comment**	**Group 3:10**
5.	**Development of Joint Committee's Process, Procedures and Membership- VOTE**	**Group 3:15**
5.	**Development of Joint Committee's Scope of Work and Description – VOTE** *Public Comment*	**Group 4:15**
6.	**Next Meeting Date & Agenda Items** *The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, October 21st, 2009, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.* ***PARKING LOT:***	**Group 4:55**
7.	**Adjournment**	**Group 5:00**

Mission Statement:
TBD.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
****
San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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HIV Health Services Planning Council

HIV AND AGING JOINT WORK GROUP

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3:00-5:00 pm

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Work Group Attendees: John Andrews (CM), Marshall Feldman (UCSF-AHP), Brian Grossman (SF/SJSU), Jesus Guillen (CM), Anna Heath (CM), Bill Hirsch (ALRP), Homer Hobi (RAMP), Carol Hudson (CM), Christian Irizarry (Catholic Charities CYO), Lee Jewell (CM), Maria Lacayo (DPH-HHS), Matt Sharp (Project Inform), Moli Steinart (LTCCC), David Strachan (Community Member)

Support Staff Present: Randy Allgaier, Natalie Bryson

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:04 pm by Randy Allgaier. Everyone introduced themselves and Allgaier provided background on the group.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed and approved by consensus.

3. **Announcements**

   The group used this time to discuss the major issues arising for those older adults living with HIV and AIDS.

4. **Public Comment**

   There was no public comment.

5. **Development of Joint Committee's Process, Procedures and Membership- VOTE**

   CM Manley provided the work group with information regarding the HHSPC's guidelines, such as the Sunshine Ordinance, Brown Act and seriatim meetings. He also noted that the HHSPC will report to the CMA Committee, while the LTCCC will utilize this group as a subcommittee.

   A paper was passed around for people to sign up as a final member of the group.

   Steve Manley and Moli Steinart were nominated as Co-Chairs of the Council. The group nominated them by consensus.

6. **Development of Joint Committee's Scope of Work and Description – VOTE**

The group discussed their scope of work, and the consensus seemed to be that they would begin by focusing on the Care side, although the group did discuss trying to get Prevention Council member's join. They also discussed recruiting more women.

MOTION CM Manley/CM Jewell-Statement of Phase I Objectives: Assessment of needs of HIV and Aging communities and opportunities to maximize current CARE services to bridge the gap between providers of HIV, disability and aging services, and to identify the need for new services.

The motion passed by unanimous consent.

The group discussed setting out what the definition of "older" is exactly. Moli Steinart noted that the LTCCC defines it as over fifty, but that they also work closely with those with disabilities.

7. **Next Meeting Date & Agenda Items**

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, November 18th, 2009, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

-Sponsor of forum on January 14th? Moli Steinart

-Mission Statement

-Review of minutes

-Prioritize contacts and activities-recruitment (African American men and women, women in general, aging svc providers.

8. **Adjournment**

The meeting was adjourned at 4:42 pm by Steve Manley.

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Draft Agenda

1.	**Introductions**	Group	3:00
2.	**Review/Approve Agenda - VOTE**	Group	3:03
3.	**Review and approve September 16, 2009 Minutes and October 21, 2009 Minutes – VOTE**	Group	3:05
4.	**Announcements**	Group	3:08
5.	**Public Comment**	Group	3:13
6.	**Committee Communications/Document Handling – VOTE**	R. Allgaier	3:18
	Public Comment		
7.	**Review of HHSPC and LTCCC Purview and Authority**	S. Manley and B. Haskell	3:30
	Public Comment		
8.	**Update on LGBT Community Partnership Forum Planning Group**	J. Guillen, R. Allgaier	3:50
	Public Comment		
9.	**Development of Work Group New Membership Policy – VOTE**	S. Manley	4:00
10.	**Development of Phase I Work Plan – Brainstorming Session – VOTE**	Group	4:15

-Next Steps

-Outreach efforts

-Collection of bio information of WG members, including organizational affiliations

Statement of Phase I Objectives: Assessment of needs of HIV and Aging communities and opportunities to maximize current CARE services to bridge the gap between providers of HIV, disability and aging services, and to identify the need for new services.

Public Comment

11.	**Next Meeting Date & Agenda Items**	Group	4:55

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, December 16th, 2009, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

12.	**Adjournment**	Group	5:00

Mission Statement:
TBD.

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Work Group Members Present: Marshall Feldman, Jesus Guillen, Bill Haskell, Bill Hirsch, Homer Hobi, Carol Hudson, Christian Irizarry, Lee Jewell, Steve Manley, David Strachan

Work Group Members Absent: Mary Lawrence Hicks, Moli Steinart

Others Present: Maria Lacayo (DPH-HHS), Michael Dane (Medical Marihuana Advocate), Joe Ramirez Forcier (PRC)

Support Staff Present: Randy Allgaier, Natalie Bryson

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:04pm by Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda – VOTE**

   The agenda wad reviewed and approved by consensus.

3. **Review and approve September 16, 2009 Minutes and October 21, 2009 Minutes – VOTE**

   The September 16th minutes were reviewed and approved by consensus.
   The October 21st minutes were reviewed and approved by consensus.

4. **Announcements**

   - Lee Jewell announced that the fall issue of the magazine "Achieve" will focus on HIV and Aging.
   - Randy Allgaier announced that he will be attending a Care and Treatment Conference in Washington D.C. December 10th and 11th and would like to get input from others so that he can bring more than his own opinions and experiences to the table.

5. **Public Comment**

   There was no public comment.

6. **Committee Communications/Document Handling – VOTE**

   Randy Allgaier recommended that the Work Group create a Yahoo! Group to post documents to instead of sending them out one by one to the Work Group. The Work Group agreed, and Council Support will work on this.

There was no Public Comment.

7. Review of HHSPC and LTCCC Purview and Authority

The Work Group received information from Bill Haskell regarding the purview of the Long Term Care Coordinating Council and from Steve Manley regarding the SF HIV Health Services Planning Council.

There was no Public Comment.

8. Update on LGBT Community Partnership Forum Planning Group

Jesus Guillen provided the Work Group with information on the Community Partnership Planning Forum, which is another group that has come together to discuss HIV and Aging related issues. This group is mostly focused on prevention and connecting with consumers. He noted that there has been great feedback from many agencies. He also noted that he will be going to New York in December with many people from all over the country to discuss this issue. He is hoping to come back with loads of info. Randy Allgaier noted that they may have a joint meeting with this body in late January, and that they are in the process of creating a policy paper. Allgaier hopes that this will be a good chance for intra-agency networking.

There was no Public Comment.

9. Development of Work Group New Membership Policy – VOTE

MOTION-CM Manley/CM Jewell: It shall be the policy of the HIV and Aging Work Group that new members will be accepted with majority vote approval of current standing members. Per HHSPC bylaws, majority vote is 2/3 of standing members, minus anyone on leave of absence.

The motion passed by unanimous consent.

There was no Public Comment.

10. Development of Phase I Work Plan – Brainstorming Session – VOTE

Steve Manley led the brainstorming session, question where to start, what the end result should be, and how to get from here to there.

a. Statement of Needs (problem, population, numbers and concerns)
b. Create a Best Practices/Standards of Care
c. Create a training program to fill in gaps
d. Pool resources and studies-don't duplicate research
e. S.W.O.T (strength/weaknesses/opportunities/threats) assessment—begin at January forum
f. Should this be locally or nationally focused?
g. Don't forget mental health issues, transitory nature of SF (come here because of care, leave because of cost), isolation issues
h. Remember that SF is not the leader, Chicago and NY are (look to them for examples)
i. Possibly break up ages into 50-70 and 70+
j. Look into whether people are aging faster on meds
k. Get recommendations from other jurisdictions
l. What does the group want to end up with?
    a. Recommendations to bring to LTCCC
    b. Joint policy statement from both Councils to be delivered to the Mayor and the Board of Supervisors
    c. Raise awareness, education and training

Statement of Phase I Objectives: Assessment of needs of HIV and Aging communities and opportunities to maximize current CARE services to bridge the gap between providers of HIV, disability and aging services, and to identify the need for new services.

There was no Public Comment.

11. **Next Meeting Date & Agenda Items**

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, December 16th, 2009, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

The next meeting will be devoted to the SWOT analysis.

PARKING LOT:

-Mission statement

-Work Plan

12. **Adjournment**

The meeting was adjourned at 5:57pm by Co-Chair Manley.

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3. **Review and approve November 18th, 2009 Minutes – VOTE** — Group 3:05
4. **Announcements** — Group 3:08
5. **Public Comment** — Group 3:13
6. **Update on U.S. Conference on AIDS** — L. Jewell 3:18

   Public Comment
7. **Development of Phase I Work Plan – Prioritization Session** — Group 3:30

   The Work Group will discuss and prioritize the list of topics developed during last month's brainstorming session.

   Public Comment
8. **What We Know** — Group 4:15

   The Committee will review a document outlining what is known about HIV and Aging.
9. **Development of Phase I Work Plan -- Tasks** — Group 4:35

   The Committee will develop task lists for first set of objectives and determine responsible parties.

   Public Comment
10. **Next Meeting Date & Agenda Items** — Group 4:55

    The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, January 20th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

    PARKING LOT:

    -Create mission statement
11. **Adjournment** — Group 5:00

Mission Statement:
TBD.

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Work Group Members Present: Feldman, Haskell, Hicks, Hirsch, Hudson, Irizarry, Jewell, Manley, Steinart, Strachan

Work Group Members Absent: Guillen, Hobi

Others Present: CM Anna Heath, Matt Sharp (Project Inform), Mara Lacayo (DPH), Michael Dane (Medical Marijuana Advocate)

Support Staff Present: Allgaier, Asis, Bryson

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:01 pm by Co-Chair Steinart. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed and approved by consensus.

3. **Review and approve November 18th, 2009 Minutes – VOTE**

   The November 18th minutes were reviewed, medical marijuana was added to the brainstorming notes, the time ended was changed, and the minutes were then approved by consensus. Manley/Steinart.

4. **Announcements**

   - CM Allgaier noted that on January 25th, there will be a three-part HIV and Aging event, The first part will be a small group event to work on policy, held at the Haas Foundation, the second part will be a community event at LGBT center, which will be followed by a meet and greet.

5. **Public Comment**

   There was no public comment.

6. **Update on U.S. Conference on AIDS**

   CM Jewell provided the Work Group with information regarding an HIV and Aging study that was presented at the US Conference on AIDS by ACRIA (NYC).

   There was no Public Comment.

7. Development of Phase I Work Plan – Prioritization Session

The Work Group discussed and prioritized the list of topics developed during last month's brainstorming session. A few topics were added to the list:

-Co-morbidities

Epi data/needs assessment

-Other efforts

-Service delivery methods

-DPH pilot study

-HIV/Aging provider survery

-Holding a community forum

CM Manley suggested getting Epi data and information from the DPH pilot study to begin their efforts. CS Allgaier suggested also creating and HIV provider survey as well as an Aging provider survey to gather information regarding gaps in services and needs. Budget issues were discussed, as well as the capacity of the Work Group to hold focus groups or create surverys.

The four areas that the Work Group decided on as the most important are as follows:

-Epi data/needs assessment

- -splitting up by age groups
- -split by geographic area (HIV and AIDs split)
- -homeless
- -income levels
- -demographics
  - -gender (incl. transgender/intersex)
  - -race/ethnicity
  - -sexual orientation
- -living situation
- -co-morbidities
  - -mental health
  - -substance use
  - -hep C
  - -aging issues
- -types of insurance
- -mode of transmission
- -on or off treatment?
- -death rates/causes of death (compared to general population)

-Other efforts (NYC, L.A.)

-DPH pilot study

-HIV provider survey

There was no Public Comment.

8. **What We Know**

The Committee reviewed a document outlining what is already known about HIV and Aging, presented by CS Allgaier. Most of the information was culled from studies done in other areas of the country.

9. **Development of Phase I Work Plan -- Tasks**

The Committee developed task lists for first set of objectives and determined responsible parties. A subgroup will be working to put together a survey which will be distributed to providers of both HIV and Aging services. CS Allgaier will be contacting Maree Kay Parisi for epi data, and Michelle Long for the DPH pilot study on HIV and Aging.

There was no Public Comment

10. **Next Meeting Date & Agenda Items**

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, January 20th, 2010, 25 Van Ness Room 330A from 3:00 PM-5:00 PM.

PARKING LOT:

-Create mission statement

-Update presentation from Jesus Guillen/Karen Rosen on ACRIA training in NYC.

11. **Adjournment**

The meeting was adjourned at 4:37 pm by Co-Chair Steinart.

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3. **Review and approve December 16th, 2009 Minutes – VOTE** — Group 3:05
4. **Announcements** — Group 3:08
5. **Public Comment** — Group 3:13
6. **Epidemiological Presentation** — Maree Kay Parisi 3:18

   The Work Group will receive a presentation on Epi data relating to HIV and Aging from Maree Kay Parisi, DPH-Epi Section.

Public Comment

7. **Report back from ACRIA Training** — Jesus Guillen Group 4:10

   Committee Member Jesus Guillen will share information from the December ACRIA Training

   Public Comment

8. **Next Steps for the Committee** — Group 4:30

9. **Next Meeting Date & Agenda Items** — Group 4:55

   The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, February 17th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

   PARKING LOT:

   -Create mission statement

9. **Adjournment** — Group 5:00

Mission Statement:
TBD.

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Work Group Members Present: Bill Haskell, Bill Hirsh, Lee Jewell, Jesus Guillen, Mary Lawrence Hicks, Steve Manley (Co-Chair), David Strachan

Work Group Members Absent: Marshall Feldman, Carol Hudson (Excused), Moli Steinart, Homer Hobi, Christian Irizarry

Others Present: Maree Kay Parisi (DPH-Epi), Penny Wu (DPH-Epi), Maria Lacayo (DPH-HHS), Bill Blum (DPH-HHS), Michael Dane (Green Cross Collective), Michelle, Alcedo (Open House)

Support Staff Present: Randy Allgaier, Natalie Bryson, T.J. Lee

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:05 pm by Co-Chair Manley. Everyone introduced themselves but quorum was not established until the arrival of Mary Lawrence Hicks at 3:35pm.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed and approved by consensus.

3. **Review and approve December 16th, 2009 Minutes – VOTE**

   The December 16th minutes were reviewed and approved by consensus.

4. **Announcements**

   - Bill Hirsch reminded the Work Group of the forum on HIV and Aging that is taking place this Monday, January 25th from 1-4pm at the LGBT Community Center.

5. **Public Comment**

   There was no public comment.

6. **Epidemiological Presentation**

   The Work Group received a presentation on Epi data relating to HIV and Aging from Maree Kay Parisi, DPH-Epi Section. The group discussed the meaning of the data. CM Jewell noted that the over 50

population mirrors the epidemic as a whole. The group discussed housing for seniors with HIV and requested that Michelle Alcedo gather some information on this to bring back to the Work Group. They also suggested asking Council Member Chris Harris to create a presentation on this issue.

There was no Public Comment on this item.

7. Report back from ACRIA Training

Work Group Member Jesus Guillen shared information from the December ACRIA Training in New York City. He provided the Work Group with brochures that outline the work that has been done already in New York. He noted that San Francisco is a bit behind, but that all they need is for a group to take the initiative and lay the foundation to make changes. He feels that it is important for people to attend the forum on the 25th, and that although this issue will not be easy, it is extremely important. He is glad that he was able to go to New York for this training, and feels that he has learned a lot.

There was no Public Comment on this item.

8. Next Steps for the Committee

The group believes there may be more to discuss after Monday's forum. CS Allgaier noted that they potentially have the power to make a directive to the grantee that asks that they focus on HIV and Aging. He suggested that they find a way to bring this to the Full Council for discussion prior to the August Prioritization and Allocation Summit.

CM Manley suggested looking at senior services and HIV services to see if there is any overlap. CM Jewell noted that in New York, ACRIA created a training program which they then brought to senior service providers.

CS Allgaier noted that he hopes that some preliminary data from the Needs Assessment will be ready by early April.

The mission statement was discussed, and it was noted that the "scope" can just be put in as the mission statement.

The Work Group would also like to discuss the creation of a survey that was suggested at December's meeting.

9. Next Meeting Date & Agenda Items

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, February 17th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

-Create mission statement (put scope in as Mission Statement)

9. Adjournment

The meeting was adjourned at 4:40pm by Co-Chair Manley.

GP-15-10&10:59 RCVD

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FEB 16 2010

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HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, February 17, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

Draft Agenda

1. **Introductions** — Group 3:00
2. **Review/Approve Agenda - VOTE** — Group 3:03
3. **Review and approve January 20th, 2010 Minutes – VOTE** — Group 3:05
4. **Announcements** — Group 3:08
5. **Public Comment** — Group 3:13
6. **Housing Roundtable Discussion – VOTE** — Group 3:18

   The Work Group will hold a roundtable discussion regarding housing with Chris Harris of the San Francisco Redevelopment Agency, and Margot Antonetty, the Deputy Director of Housing and Urban Health (DPH).

   Public Comment

7. **Review of Focus Group DRAFT Questions** — Group 4:20

   The Work Group will review the draft questionnaire for the HIV and Aging focus group.

   Public Comment

8. **Next Steps for the Work Group** — Group 4:40

   -Listserv Discussion

9. **Next Meeting Date & Agenda Items** — Group 4:55

   The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, March 17th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

   PARKING LOT:

   -Create mission statement

10. **Adjournment** — Group 5:00

Mission Statement:
TBD.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
****

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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Agendas are available on the Internet at http://www.dph.sf.ca.us/Meetings/meetings.htm

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, February 17, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330A

3:00-5:00 pm

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MAR 15 2010

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Committee Members Present: Marshall Feldman, Jesus Guillen, Bill Haskell, Bill Hirsh, Christian Irizarry, Lee Jewell, Moli Steinart

Committee Members Absent: Mary Lawrence Hicks, Carol Hudson, Steve Manley (e), David Strachan

Others Present: John Andrews (CM-HHSPC), Michael Dane (Green Cross Collective), George Simmons (Catholic Charities CYO), Anna Fowlkes (Public), Chris Harris (CM-HHSPC), Gwen Smith (CM-HHSPC), Maria Lacayo (DPH-HHS), Ted Gary (ALRP), Jamie Rush (ALRP)

Support Staff Present: Randy Allgaier, Natalie Bryson

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:02 pm by Co-Chair Steinart. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed and approved by consensus.

3. **Review and approve January 20th, 2010 Minutes – VOTE**

   The January 20th minutes were reviewed and approved by consensus.

4. **Announcements**

   - Lee Jewell announced that tonight there is an HIV and Aging forum at 6:30 at the LGBT Center.
   - Randy Allgaier noted that over the next few months there will be some interesting HHSPC meetings. In February they will have a presentation on Healthy San Francisco, in March they will have a presentation on Centers of Excellence, in April they will be discussing community viral load, and in May they will have their annual joint meeting with the Prevention Council. He also noted that he is now the official Planning Council Director.

- Bill Hirsh introduced Jaime Rush, an ALRP staff attorney.

- John Andrews introduced the Work Group to the California Cancer Research Act which would fund cancer research by adding tax to cigarettes.

- Jesus Guillen noted that his trip to Mexico was productive, and also introduced Anna Fowlkes, an HIV+ African American woman from Baltimore who was infected as an older adult. She explained to the Work Group how she became an advocate, and what sort of work she is doing in her community.

5. **Public Comment**

   There was no public comment.

6. **Housing Roundtable Discussion – VOTE**

   The Work Group held a roundtable discussion regarding housing, with Chris Harris of the San Francisco Redevelopment Agency, and Christian Irizarry of Catholic Charities CYO, HIV Housing. Chris Harris began by giving a background of affordable housing in San Francisco. A discussion in ensued regarding unmet need of seniors with HIV. Christian Irizarry introduced the group to the topic of affordable rentals within San Francisco. A discussion ensued.

   There was no Public Comment on this item.

7. **Review of Focus Group DRAFT Questions**

   The Work Group reviewed the draft questionnaire for the HIV and Aging focus group. John Andrews led the discussion by first giving a background of the issue. He noted that if anyone is interested in providing feedback, they can contact either him or Council Director Randy Allgaier.

   There was no Public Comment on this item.

8. **Next Steps for the Work Group**

   Randy Allgaier discussed the 2010 work plan that is being developed by the HHSPC, and noted that there is a space in July for the HIV and Aging Joint Work Group to present their findings and recommendations to the Council. This is just a tentative date, although he is hoping to get input from the group if they have it by that date. Moli Steinart suggested that she and Steve Manley put together a small presentation on what they have done, what is yet to be done, what came up at the HIV and Aging forum, and where they can go from here. The group discussed the use and moderation of the listserv.

9. **Next Meeting Date & Agenda Items**

   The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, March 17th, 2010, 25 Van Ness Room 330A from 3:00 PM-5:00 PM.

   PARKING LOT:

10. **Adjournment**

    The meeting was adjourned at 5:00 pm by Co-Chair Steinart.

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MAR 15 2010

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HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, March 17, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

Draft Agenda

1. **Introductions** — Group 3:00

2. **Review/Approve Agenda - VOTE** — Group 3:03

3. **Review and approve February 17th, 2010 Minutes – VOTE** — Group 3:05

4. **Announcements** — Group 3:08

5. **Public Comment** — Group 3:13

6. **Overview of HIV and Aging Joint Work Group – VOTE** — Group 3:18

   An overview of where the group has been, the processes they have used and where they are now.

7. **Review of Objective Statement** — Group 3:25

   The Group will review the original objective statements and discuss how they fit with what other groups in San Francisco are doing around HIV & Aging.

8. **Discussion of Needed Information – VOTE** — Group 3:35

   -Input from Harder & Company Focus Group
   -Input from DPH Study with LFA Group
   -Review original brainstorming list of EPI data requests
   -Review original brainstorming list of issues to consider
   -What do we still need and where might we find it?

9. **Discussion of Service Categories – VOTE** — Group 3:50

   The Group will discuss services categories from the LTCCC and HHSPC perspectives.

10. **Discussion of Service Gaps** — Group 4:15

    The Group will discuss/indentify service categories that might be subject to extraordinary demand with the aging of the HIV population. The group will also identify obvious existing service gaps.

11. **Outline of End Product – VOTE** — Group 4:40

    The Group will begin to develop an outline of what they want the end product of this work group to look like. What do should the LTCCC and HHSPC endorse?

    -Policy Position
    -Statement of Needs

-Impact of doing nothing

-Recommendations

12. Next Steps for the Work Group — Group 4:55

13. Next Meeting Date & Agenda Items — Group 5:00

The next LTCCC HHSPC Joint Meeting is tentotively scheduled for Wednesdoy, April 19th, 2010, 25 Von Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

14. Adjournment — Group 5:00

Mission Statement:

Statement of Phase I Objectives: Assess the needs of HIV and Aging Communities and opportunities to maximize current care services to bridge the gap between providers of HIV, disability, and aging services, and to identify the need for new services.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Heolth Services Plonning Council
730 Polk Street Son Froncisco, CA 94109
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25 Von Ness Avenue, 3rd floor, Son Froncisco, CA 94102

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HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, March 17, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

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APR 15 2010
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Work Group Members Present: Marshall Feldman, Jesus Guillen, Bill Hirsh, Christian Irizarry, Steve Manley, Moli Steinart

Work Group Members Absent: Lee Jewell (E), David Strachan

Others Present: Michael Dane (Green Cross Collective), Matt Sharp (Project Inform), Karen Rosen (Department of Aging and Adult Services)

Support Staff Present: Randy Allgaier, Natalie Bryson, T.J. Lee

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:10 pm by Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed and approved by consensus.

3. **Review and approve February 17th, 2010 Minutes – VOTE**

   The February 17th minutes were reviewed and approved by consensus.

4. **Announcements**

   - CS Allgaier announced that he has a call into Sean Cahill requesting a copy of his report HIV and Aging which was presented at the provider forum in January.
   - CM Guillen announced that he sent out a flier regarding Sage's HIV and Aging Policy to the Yahoo! Group.

5. **Public Comment**

   Michael Dane of the Green Cross Collective announced that he spoke with some Supervisors and was baffled at the lack of knowledge that they had regarding the issue of HIV and Aging.

6. **Overview of HIV and Aging Joint Work Group – VOTE**

   The group discussed where they have been, the processes they have used and where they are now. CM Manley provided an overview of the history of the group.

7. Review of Objective Statement

The Group reviewed the original objective statements and discussed how they fit with what other groups in San Francisco are doing around HIV & Aging.

8. Discussion of Needed Information – VOTE

The group discussed holding a day long retreat. It was questioned how a policy recommendation can be made if the needs have not yet been identified. They also discussed getting the community at large involved. Due to the large budgetary issues, they discussed creating recommendations that do no increase costs. It was noted that the recommendations should hopefully be done by July, as the HHSPC makes their prioritization and allocation decisions in August. Matt Sharp and Randy Allgaier volunteered to create an online survey to create another data set for them to look at.

-Input from Harder & Company Focus Group
-Input from DPH Study with LFA Group
-Review original brainstorming list of EPI data requests
-Review original brainstorming list of issues to consider
-What do we still need and where might we find it?

9. Discussion of Service Categories – VOTE

The Group discussed services categories from the LTCCC and HHSPC perspectives. The group brainstormed a list of categories that will be hardest hit by the aging HIV positive population. Karen Rosen of the Department of Aging and Adult Services provided the Group with information regarding services funded by DAAS.

10. Discussion of Service Gaps

This discussion was tabled until the next meeting.

11. Outline of End Product – VOTE

This discussion was tabled until the next meeting.

-Policy Position
-Statement of Needs
-Impact of doing nothing
-Recommendations

12. Next Steps for the Work Group

CS Allgaier will begin work on a policy paper outline. Matt Sharp and CS Allgaier will work on survey to gather more data for the groups that are not accessed through DPH data. The group will be hearing more from Sean Cahill at GMHC. There should also be preliminary information from the Needs Assessment focus group on HIV and Aging.

13. Next Meeting Date & Agenda Items

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, April 21st, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

14. Adjournment

The meeting was adjourned at 5:01 pm by Co-Chair Manley.

HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, April 21, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

Draft Agenda

GOVERNMENT DOCUMENTS DEPT
APR 15 2010
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1. **Introductions** — Group 3:00
2. **Review/Approve Agenda - VOTE** — Group 3:03
3. **Review and approve March 17th, 2010 Minutes – VOTE** — Group 3:05
4. **Announcements** — Group 3:08
5. **Public Comment** — Group 3:13
6. **Open House Discussion – VOTE** — Seth Kilbourn 3:18

   Seth Kilbourn of Open House will provide the Work Group with information regarding services.

7. **Tissue Inflammation and HIV & Aging – VOTE** — Mary Lawrence Hicks 3:40

   The Group will receive information from Mary Lawrence Hicks, NP on tissue inflammation as it relates to those that are aging with HIV.

8. **Survey Update – VOTE** — Randy Allgaier 4:05

   Council Support Director, Randy Allgaier will provide the Group with a quick update regarding the HIV and Aging survey.

9. **Membership Update– VOTE** — Group 4:20

   Karen Rosen has applied for Membership to the Group.

10. **Policy Statement Update – VOTE** — Randy Allgaier 4:25

    Randy Allgaier will provide the Committee with an update regarding work done on the Policy Statement.

11. **Next Steps for the Work Group** — Group 4:55
12. **Next Meeting Date & Agenda Items** — Group 5:00

    The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, May 19th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

    PARKING LOT:

    -Discussion of SF HHSPC service categories

    -Discussion of Service Gaps

·Outline of end product

13. Adjournment Group 5:00

Mission Statement:

Statement of Phase I Objectives: Assess the needs of HIV and Aging Communities and opportunities to maximize current care services to bridge the gap between providers of HIV, disability, and aging services, and to identify the need for new services.

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HIV Health Services Planning Council

HIV AND AGING JOINT WORK GROUP

Wednesday, April 21, 2010

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

GOVERNMENT DOCUMENTS DEPT

MAY 17 2010

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Work Group Members Present: Christian Irizarry, Steve Manley, Mary Lawrence Hicks, Moli Steniart

Work Group Members Absent: Marshall Feldman, Jesus Guillen, Bill Haskell, Bill Hirsh, Carol Hudson, Lee Jewell, David Strachan

Others Present: Chip Supanich (Shanti Board Member), Seth Kilbourn (Open House), Maria Lacayo (DPH-HHS), Michael Dane (Green Cross Collective), CM Billie Cooper, Karen Rosen (DAS)

Support Staff Present: Randy Allgaier, Natalie Bryson

Draft Minutes

1. **Introductions**

   The meeting was called to order at 3:05 pm by Co-Chair Steinart. Everyone introduced themselves and quorum was not established.

2. **Review/Approve Agenda - VOTE**

   The agenda was reviewed, but not approved due to lack of quorum.

3. **Review and approve March 17th, 2010 Minutes – VOTE**

   The March 17th minutes were reviewed but not approved due to lack of quorum.

4. **Announcements**

   - Co-Chair Manley announced the Council Director, Randy Allgaier will be going to D.C. to receive an award from NAPWA.
   - CS Allgaier noted that he will be bringing up the issue of HIV and Aging at the Presidential Advisory Council on HIV and AIDS when he is in D.C.

5. **Public Comment**

   Michael Dane of the Green Cross Collective requested the Work Group cover death and dying.

6. **Open House Discussion – VOTE**

   Seth Kilbourn of Open House provided the Work Group with information regarding services available at open house He updated the group on a housing project that is underway, as well as their training procedures, that includes a curriculum, entitles "From Isolation to Inclusion: Reaching and Serving Lesbian, Gay, Bisexual and Transgender Seniors". A copy is on file at the Council Support office.

7. Tissue Inflammation and HIV & Aging – VOTE

The Group received information from Mary Lawrence Hicks, NP on tissue inflammation as it relates to those that are aging with HIV

8. Survey Update – VOTE

Council Support Director, Randy Allgaier provided the Group with a quick update regarding the HIV and Aging survey. He noted that there have already been 96 respondents, with a totally of 80 fitting the parameters of the survey. 91% of the respondents are male, 84% are Caucasian, and 80% are MSM.

9. Membership Update– VOTE

This item was tabled until the next meeting.

10. Policy Statement Update – VOTE

Council Support Director, Randy Allgaier provided the Committee with an update regarding work done on the Policy Statement

11. Next Steps for the Work Group

Co-Chair Steinart noted that next month the Group will continue in this vein, and will get more data information from CS Allgaier, as well as Harder + Co on the survey and Needs Assessment, respectively.

12. Next Meeting Date & Agenda Items

The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, May 19th, 2010, 25 Van Ness Room 330A from 3:00 PM-5:00 PM.

PARKING LOT:

-March and April Minutes

-Discussion of SF HHSPC service categories

-Discussion of Service Gaps

Outline of end product

13. Adjournment

The meeting was adjourned at 5:05 pm by Co-Chair Steinart.

HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, May 19, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

GOVERNMENT
DOCUMENTS DEPT

MAY 17 2010

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Draft Agenda

1. **Introductions** — Group 3:00
2. **Review/Approve Agenda - VOTE** — Group 3:03
3. **Review and approve March 17th and April 21st, 2010 Minutes – VOTE** — Group 3:05
4. **Announcements** — Group 3:08
5. **Public Comment** — Group 3:13
6. **Needs Assessment Presentation** — Harder & Co 3:18

   Harder & Co will present their findings.
7. **Update on and presentation of online survey results** — Randy Allgaier 3:40

   Council Support Director, Randy Allgaier will provide the Group with a quick update regarding the HIV and Aging survey.
8. **White Paper Outline and Status Report** — Randy Allgaier 4:10

   Randy Allgaier will update the Work Group on the status of the White Paper
9. **Membership Applications – VOTE** — Group 4:40

   Karen Rosen has applied for membership to the Group.

   Chip Supanich has applied for membership to the Group.
11. **Next Steps for the Work Group** — Steve Manley 4:50
12. **Next Meeting Date & Agenda Items** — Group 4:55

    The next LTCCC HHSPC Joint Meeting is tentatively scheduled for Wednesday, June 16th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

    PARKING LOT:

    -Discussion of SF HHSPC service categories

    -Discussion of Service Gaps
13. **Adjournment** — Group 5:00

Mission Statement:

Statement of Phase I Objectives: Assess the needs of HIV and Aging Communities and opportunities to maximize current care services to bridge the gap between providers of HIV, disability, and aging services, and to identify the need for new services.

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
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San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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HIV Health Services Planning Council

HIV AND AGING WORK GROUP

Wednesday, May 19, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00-5:00 pm

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Committee Members Present: Marshall Feldman, Bill Haskell, Christian Irizarry, Steve Manley, David Strachan
Committee Members Absent: Jesus Guillen [E], Mary Lawrence Hicks, Lee Jewell [E],
Others Present: Celina Cantu [HHS], Aimee Crisostomo [Harder & Co], Michael Dane [Green Cross Collective], Erika Takada [Harder & Co], Tzeli Triantafilloy [ViiV Healthcare]
Support Staff Present: Randy Allgaier, William Ching, T.J. Lee

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Draft Minutes

1. **Introductions**
   The meeting was called to order at 3:08 pm by Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda – VOTE**
   The Work Group reviewed and approved the agenda by consensus.

3. **Review/Approve March 17th and April 21st, 2010 Minutes – VOTE**
   The Work Group reviewed and approved the March 19th and April 21st minutes by consensus.

4. **Announcements**
   - CS Allgaier announced that there was a White House Conference call last Friday that mentioned the need for care for people over 50 living with HIV/AIDS and that he attended a daylong symposium at UCSF for HIV and Aging on May 18.
   - CS Lee announced that he will be dropping 1000 paper cranes as he bikes to Los Angeles on the AIDS Life Cycle.
   - Work Group member Irizarry announced that one of his clients recently died at the age of 70. A moment of silence was observed.

5. **Public Comment**
   There was no public comment.

6. **Needs Assessment Presentation**
   Erika Takada and Aimee Crisostomos from Harder and Company presented the Work Group with findings

from their needs assessment focus groups. A copy of the presentation is on file at the Council Support staff office

Some notable findings:

- This is the first time a needs assessment has been conducted for providers.
- Two focus groups were conducted because the first group skewed too much to those aged 50. Another focus group was convened for individuals 60 and over.
- Respondents were interested in seeking care from medical specialists (e.g. vision/hearing, cardiology, etc.) and alternative forms of medicines (herbal, Eastern, etc).
- Harder & Co found that current medical specialists have difficulty in differentiating aging and HIV/AIDS-related problems and found the need to train doctors in geriatric HIV/AIDS.

7. Update on and presentation of online survey results
   CS Allgaier presented the Work Group with results from the online survey. A copy of the presentation is available at the Council Support staff office.

   Some notable findings:

   - CS Allgaier reported that whites were oversampled in the population, while African Americans were under sampled. There was a wide range in incomes.
   - Respondents detailed more of their fears and anxieties as opposed to health care. Some talked about a fear of growing older without a social support network and anxieties about the unknown long term effects of ARVs.
   - The financial impact of HIV and Aging treatment also weighed heavily on some respondents' minds.

8. White Paper Outline and Status Report
   CS Allgaier updated the Work Group on the status of the White Paper, the focus of which is not to make recommendations on primary care and prevention, because these topics will be discussed in the future.

   The White Paper will take a comprehensive look at needs assessment findings and the online survey results. IT will discuss the long term issues of treatment, co-morbidities and the complexity of care. CM Hicks and CM Sharp are currently reviewing this part of the Paper. The Paper will also take a comparative look at other studies going on nationally. CS Allgaier will offer the Committee an opportunity to review the paper before presenting it to the Full Council.

9. Membership Application – VOTE
   Chris Supanich was approved for admission into the HIV and Aging Work Group by consensus.

10. Next Steps for the Work Group
    Work Group decided to continue reviewing the White Paper.

11. Next Meeting Date and Agenda Items

The next meeting is tentatively scheduled for Wednesday, June 16, 2010 from 3-5 pm at 25 Van Ness, Room 330B, San Francisco, CA.

Parking Lot:

12. **Adjournment**

The meeting was adjourned at 5 pm by Co-Chair Manley.

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HIV Health Services Planning Council

HIV and Aging Joint Work Group

Wednesday, June 16, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Draft Agenda

1. **Introductions** — Group 3:00

2. **Review/Approve Agenda – VOTE** — Group 3:03

3. **Review/Approve May 17th, 2010 Minutes – VOTE** — Group 3:05

4. **Announcements** — Group 3:08

5. **Public Comment** — Group 3:12

6. **Membership Application – VOTE** — Group 3:15
   Karen Rosen has applied for membership for the Group.

7. **Review/Approve White Paper – VOTE** — Randy Allgaier 3:20
   The Work Group will review and approve CS Allgaier's HIV and Aging White Paper.

8. **Next Steps for Work Group** — Steve Manley 4:45

9. **Next Meeting Date and Agenda Items** — Group 4:55
   The next HIV and Aging Work Group meeting is tentatively scheduled for Wednesday, July 21st, 2010 at 25 Van Ness Room 330B from 3-5 pm.

   Parking Lot:

10. **Adjournment** — Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT

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25 Van Ness Avenue, 3rdh floor, San Francisca, CA 94102

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HIV Health Services Planning Council
HIV and Aging Joint Work Group
Wednesday, June 16, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:00-5:00 pm

Committee Members Present: John Andrews, Marshall Feldman, Brian Grossman, Jesus Guillen, Mary Lawrence Hicks, Bill Hirsh, Christian Irizarry, Steve Manley, Matt Sharp, Chip Supanich
Committee Members Absent: Bill Haskell, Lee Jewell [E]
Others Present:
Support Staff Present: Randy Allgaier, Enrique Asis, William Ching, T.J. Lee

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Draft Minutes

1. **Introductions**
   The meeting was called to order at 3:01 pm by Co-Chair Steinhart. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda – VOTE**
   The Work Group reviewed and approved the agenda by consensus.

3. **Review/Approve May 19th, 2010 Minutes – VOTE**
   The Work Group reviewed and approved the May 19th minutes by consensus.

4. **Announcements**
   - Work Group Member Sharp announced a new national group that has formed out of HIV Research Catalyst Forum. There is a listserv and monthly conference calls. For more information, email msharp@projectinform.org.
   - WG Sharp also announced that there will be a training on HIV and Aging on June 30th at the Institute of Aging.
   - CS Allgaier announced that all the presentations at the past HIV and Aging conference at UCSF have been posted online.
   - CM Guillen announced *Generations of HIV*, an ongoing a video story telling project.

5. **Public Comment**
   There was no public comment.

6. **Membership Application – VOTE**
   The Work Group has tabled voting on Karen Rosen's application for membership to the Work Group due her absence.

7. **Review/Approve White Paper – VOTE**
CS Allgaier led the Work Group through an overview of the approval draft of the HIV and Aging White Paper. CS Allgaier quickly went over the eligibility criteria, severe need and special populations definition and how it ties into the White Paper.

- Reviewed the methodology of the paper and the results of Harder & Co Needs Assessment focus groups and online survey.
- Demographic breakdown of respondents – on the whole, target populations were represented. The questions asked were meant to break respondents down into categories according to socioeconomic status, race/ethnicity, gender, level of education, primary source of income, etc.
- The relationship between HIV/AIDS and an overall aging population, which presents problems and obstacles that need to be put into context.
- Older Americans who are forced to leave the city due to rising costs may lose access to support services, social networks and quality health care.
- The report stresses the need for more data, more research.
- The White Paper ends with 10 conclusions and recommendations.

The Work Group then possible recommendations and discussed changes to the approval draft:

- There is recognition of the importance of housing, but there are no concrete recommendations for ensuring affordable housing.
- Some Work Group members displayed some concern about the paper's cost neutral position. Some want to push for the money, while others want to ensure that the paper will be heard through the proper channels and appropriate authorities.

Co-Chair Steinhart likened the HIV and Aging problem as a tidal wave of sorts, similar to what has happened at the beginning of the HIV/AIDS epidemic. What are we going to do when people living with HIV age. This moment gives us pause, we don't know, we cannot conceive how to tackle a problem that is only beginning to emerge.

A copy of the draft is available at the Council Support Staff office.

MOTION-Work Group Member Hirsh/CM Manley: To move forward with edits to the White Paper.
Motion passed by consensus.

8. **Next Steps for Work Group**
The Work Group decided to continue reviewing the document. All copy edits are welcomed as soon as possible. The draft will be then presented to Consumer and Minority Affairs Committee meeting occurring in July.

9. **Next Meeting Date and Agenda Items**
The next meeting is tentatively scheduled for Wednesday, July 21st, 2010 from 3-5 pm at 25 Van Ness, Room 330B, San Francisco, CA.

Parking Lot:

10. Adjournment

The meeting was adjourned at 4:37 pm by Co-Chair Steinhart.

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HIV Health Services Planning Council
HIV AND AGING JOINT WORK GROUP
Wednesday, September 15, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Draft Agenda

1. **Introductions** — Group 3:00

2. **Review/Approve Agenda – VOTE** — Group 3:03

3. **Review/Approve June 16th 2010 Minutes – VOTE** — Group 3:05

4. **Announcements** — Group 3:08

5. **Public Comment** — Group 3:12

6. **Membership Application – VOTE** — Group 3:15
   Karen Rosen has applied for membership for the Group.

7. **Recap of HHSPC Summit – VOTE** — Group 3:20
   The Work Group will recap the Annual Prioritization and Allocation Summit.

8. **Next steps for HHSPC** — Group 3:45
   The Work Group will discuss its next steps.

9. **Next Steps for HIV and Aging** — Group 4:00
   The Work Group will tend to any unfinished business.

10. **Moving on to Phase II – Prevention** — Group 4:10
    The Work Group will begin preparations for Phase II.

11. **Next Meeting Date and Agenda Items** — Group 4:55
    The next HIV and Aging Work Group meeting is tentatively scheduled for Wednesday, October 20th 2010 at 25 Van Ness Room 330B from 3-5 pm.

    Parking Lot:

12. **Adjournment** — Group 5:00

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